

Department of the Army  
First Region (ROTC)  
United States Army Cadet Command  
Fort Bragg NC 28310-5000


FRMOI 25-13  
20 February 2002

Information Management

OVERNIGHT DELIVERY SERVICE

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FOR THE COMMANDER:



**KERRY R. PARKER**  
**COL, AD**  
**Chief of Staff**

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PROPONENT: The proponent of this publication is Administrative Services Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSSION: This is a new publication.

APPENDIX A: Overnight Shipping (page 4)

DISTRIBUTION: A  
Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web site at:  
**[www.rotc1.bragg.army.mil](http://www.rotc1.bragg.army.mil)**

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1. Purpose. This FRMOI provides policy and guidance pertaining to overnight shipment of material using the service provided through contract with FedEx.
2. Applicability. This FRMOI is applicable to Headquarters, First Region (ROTC), and organizations shipping material through the First Region (ROTC) Mail and Distribution Center.
3. General.

a. The Chief, Administrative Services Branch, is designated as the point of contact for all matters relating to postal operations and overnight delivery services for Headquarters, First Region (ROTC).

b. Outgoing official material that is not delivered via e-mail or posted to the First Region (ROTC) Web site will be dispatched through the Mail and Distribution Center utilizing the least costly means of delivery while ensuring that mission accomplishment is not adversely affected.

c. First Region (ROTC) e-mail system and First Region (ROTC) Web site will be used to the maximum extent possible to provide data within this region. Material that is dispatched to all brigades, senior and junior programs will also be posted to the First Region (ROTC) Web site.

d. Appropriated funds will **NOT** be used for:

(1) Material that is not exclusively US Government business.

(2) Invitations to social functions.

(3) Personal congratulatory letters from one individual to another individual.

(4) Holiday and birthday greetings.

(5) Delivery of military/personal clothing or individual equipment.

#### 4. Procedures.

a. Use e-mail and the First Region (ROTC) Web site to forward material within First Region (ROTC) to the maximum extent possible.

b. Material which cannot be dispatched via e-mail or posted to the First Region (ROTC) Web site will be hand carried to the First Region (ROTC) Mail and Distribution Center for dispatch.

#### 5. Overnight Delivery Service.

a. Overnight Delivery Service is provided by commercial contract and is only authorized for delivery of mission ESSENTIAL material which cannot be delivered to the addressee by other less costly means and meet mission requirements. Overnight delivery service should not be requested on Fridays or days before a holiday.

b. Overnight Delivery Service provides for the delivery to the addressee by 1200 the day following dispatch, or in the case of Friday or the day before a holiday, by 1200 the next normal duty day. The 1200 delivery time is provided within the continental United States ONLY.

c. Material requiring overnight delivery service must be hand carried to Administrative Services Branch not later than 1530 the day of desired dispatch in order to ensure pick-up by the delivery contractor. Request MUST include the street or building number address of the recipient and a telephone number for the recipient to aid in delivery. (DO NOT use PO Boxes as the contractor cannot deliver to a PO Box). Addresses for First Region (ROTC) brigades and senior programs have been preprogrammed and will only require the name of the recipient. ALL requests for overnight delivery must be approved by Division Chiefs/Special Staff Officers or the supervisor of the individual requesting the service.

d. The shipping office will be provided a printout showing the date shipped and package tracking number.

e. If the material is not received by the addressee by 1200 hours the day following dispatch, the recipient should track the material through the FedEx Tracking system by telephone at:

1-800-GO FEDEX

or on the INTERNET at:

[www.fedex.com](http://www.fedex.com)

f. The computer program FedEx Ship Manager provides for the preparation of shipping labels, shipping receipts and e-mail notification to recipient that a package has been shipped. Guidance on the use of the software is available at Appendix A.

## Overnight Shipping

Select the FedEx icon from the desktop.



Select the Ship bar from the FedEx Ship Manager screen.



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Select the Address Book bar.

The screenshot shows the 'FedEx Ship Manager Software - Domestic Shipping' window. The 'Recipient' section is active, showing fields for Country (United States), Name/ID, Company, Address, Suite, City, State, Zip, Phone, and Email ID. A callout box with the text 'Select the Address Book Bar' points to the 'Address Book' button. The 'Service' section shows 'PRIORITY OVERNIGHT' service, 'FedEx Envelope' packaging, weight of 1. lbs, dimensions, and 'Bill Sender' payment. The 'Optional' section includes 'FedEx Declared Value', 'FedEx Express Reference', 'FedEx Ground Reference', and checkboxes for 'Special Delivery' (Saturday Pickup, Deliver w/o Signature, Saturday Delivery, Signature Required, Hold at Location, Sunday Delivery, Delivery Options) and 'Special Services' (Dry Ice, ADD, Auto POD, Non-Standard Pkg). The bottom of the window has buttons for 'Process Shipment', 'Rate Estimate', 'Clear All', 'Back', and 'Help'.

If the recipient is not in the Address Book you must enter the correct data in the blocks shown above. Data MUST be entered in those blocks with \*\*. Use street address, NOT PO Boxes.

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Select the address desired and select the Ship to bar at the bottom.

Recipient Address Book

Address Book Switch to...

Type name or select from list:  Find

No. of Recipients: 100

Name	Company	Phone	City	State	ZIP/Postal	Country
APPALACHIAN S	USA ROTC BAT	(828)262-2015	BOONE	NC	28608-2094	United States
AUGUSTA STATE	USA ROTC BAT	(706)737-1646	AUGUSTA	GA	30904-0299	United States
BOSTON UNIVER	USA ROTC BAT	(617)353-4025	BOSTON	MA	02215-9998	United States
BOWIE STATE U	USA ROTC BAT	(301)860-3560	BOWIE	MD	20715-9455	United States
BUCKNELL UNIV	USA ROTC BAT	(570)577-1007	LEWISBURG	PA	17837-2085	United States
CAMPBELL UNIV	USA ROTC BAT	(901)893-1580	BUIES CREEK	NC	27506-0307	United States
CANISIUS COLLE	USA ROTC BAT	(716)888-2769	BUFFALO	NY	14208-1098	United States
CLARKSON UNIV	USA ROTC BAT	(315)265-0620	POTSDAM	NY	14853-1701	United States
CLEMSON UNIVE	USA ROTC BAT	(864)656-3107	CLEMSON	SC	29634-1351	United States
COLLEGE OF WIL	USA ROTC BAT	(757)221-3600	WILLIAMSBURG	VA	23185-8795	United States
COLUMBUS STA	USA ROTC BAT	(706)568-2058	COLUMBUS	GA	31907-5645	United States
CORNELL UNIVE	USA ROTC BAT	(607)255-4006	ITHACA	NY	14853-1701	United States
DICKINSON COLL	USA ROTC BAT	(717)245-1221	CARLISLE	PA	17013-2896	United States
DREXEL UNIVER	USA ROTC BAT	(215)590-8808	PHILADELPHIA	PA	19104-2884	United States
DUKE UNIVERSI	USA ROTC BAT	(919)660-3090	DURHAM	NC	27708-0752	United States
E		967	GREENVILLE	NC	27858-4353	United States
E		562	EDINBORO	PA	16444-0001	United States
E		496	ELIZABETH CIT	NC	27909	United States
E		470	DAYTONA BEAC	FL	32144-3900	United States
FLORIDA	USA ROTC BAT	(850)599-3515	TALLAHASSEE	FL	32307-0200	United States
FLORIDA	USA ROTC BAT	(904)674-0004	MELBOURNE	FL	32901-6000	United States

Ship to... New Edit Delete Import Records Export Records Back Help

Process Shipment Rate Estimate Clear All Back Help

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Enter additional e-mail guidance to recipient.

**Ship Notification**

Ship Notification

Email ID: a-ama-um@roto1.bragg.army.mil

Message: Enter your guidance to the recipient here.

Find

No. of Recipients:100

State	ZIP/Postal	Country
MA		United States
NY	14420-2990	United States
SC	29634-1351	United States
PA	17013-2896	United States
VA	23504-3990	United States
MD	21251-0002	United States
PA PA	16802-3801	United States
VA	23529-0057	United States
RI	02918-0001	United States
ROCHESTER	14623-5604	United States
SAINT BONAVENTURE	14778-0027	United States
LOUDONVILLE	12211-9998	United States
PHILADELPHIA	19104-2884	United States
PHILADELPHIA	19122-6091	United States
STORRS	06269-3069	United States
ORONO	04469-5750	United States
AMHERST	01003-0320	United States
DURHAM	03824-0810	United States
KINGSTON	02881-0810	United States
BURLINGTON	05405-0450	United States
GUADALUPE	03500-7405	United States

Ship to... New Edit Delete Import Records Export Records Back Help

Start Document1 - Mic... FedEx Ship Man... FedEx Ship Man... FedEx Ship ... Recipient Address... 12:33 PM

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Verify that the correct address is listed and select the process shipment bar

**FedEx Ship Manager Software - Domestic Shipping**

Shipment Settings Switch to... Help

**Recipient** \*\* denotes required field

\*\*Country: United States

\*\*Name/ID: UNIVERSITY OF MASSACHUSETTS

Company: USA ROTC BATTALION

\*\*Address: P.O. 30320

Suite:

\*\*City: AMHERST

\*\*State: MA

\*\*Zip: 030320

\*\*Phone: (413) 545-2321

Email ID: na-um@rotc1.braqq.army.mil

☐ Residential

☒ Notify Via Email

☐ Save Recipient to Address Book

**Service**

Service: PRIORITY OVERNIGHT

Packaging: FedEx Envelope

Weight: 1. lbs

Dimensions: in

Payment: Bill Sender

Collection: Regular Pickup

Ship Date: Today

**Optional**

FedEx Declared Value:

FedEx Express Reference:

FedEx Ground Reference:

**Special Delivery**

☐ Saturday Pickup

☐ Deliver w/o Signature

☐ Saturday Delivery

☐ Signature Required

☐ Hold at Location

☐ Sunday Delivery

☐ Delivery Options

**Special Services**

☐ Dry Ice

☐ ADD

☐ Auto POD

☐ Non-Standard Pkg

Process Shipment Rate Estimate Clear All Back Help

Retrieve the shipping label and Shipment Receipt from the printer.

Place the Shipping Label on the FedEx envelope or the package containing the material to be shipped and retain the Shipment Receipt for your records.

Place the material being shipped in the FedEx distribution box.